

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Classified Advertisement

FROM: J. Kenneth McDonald
Chief, DCI History Staff
316 Ames Bldg.

EXTENSION

NO.

DATE

31 July 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Charles Wilson
Advertising Committee, PA0
7B03 HQS

2.

3. Security Office

4.

5. Deputy Director of
Personnel

7. J. Kenneth McDonald
DCI/HS
316 Ames Bldg.

8.

9.

10.

11.

12.

13.

14.

15.

To 1, 3 & 5:

I plan to submit the attached
classified ad (if approved) to
Perspectives, the newsletter of
the American Historical
Association, whose September
issue deadline is 10 August 1984.

J. K. McDonald

Distribution:

Orig - Addressee

1 - C/HS File

X - HS Chrono

1 - HS Subject File

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ORGANIZED 1884 INCORPORATED BY THE CONGRESS 1889



400 A STREET S.E. WASHINGTON, D. C. 20003 | 202-544-2422

EIB Classified Advertising

in *AHA Perspectives*, the newsletter of the American Historical Association.

Rates: The minimum charge is \$50 for a job announcement of 100 words or a fraction thereof. For announcements over 100 words, the charge will be \$25 for each additional 50 words or fraction thereof. (Count P.O. Box number as two words; count zip code, telephone number, abbreviations and standard hyphenated word as one word.) The charge for running the same announcement in a consecutive issue is \$25. Advertisers will be billed for the total cost when the announcement first appears in *Perspectives*; however, prepayment is encouraged.

Instructions: Advertisements should be written to convey the following information in this order:

- job title with area of specialization required
- description of position, responsibilities involved, permanent or temporary, tenure track or not, etc.
- minimum qualifications required
- salary range and period covered
- closing date for applications and date position will commence
- list of documents to accompany initial letter of application, i.e. vita, references
- name of employer
- name and address of person to whom application should be directed
- affirmative action/equal opportunity employer designation if applicable

Deadlines: First of the month preceding date of publication. For example, an ad which is to appear in the September *Perspectives* must be received in the editor's office by August 1st. (Note: there is some flexibility in the monthly production schedule so that ads received no later than the 10th of the month may be accepted for publication.)

Send form to: Editor
AHA Perspectives
 400 A Street SE
 Washington, DC 20003

Heading: (emphasize two words for boldface type) CIA History

Copy: Central Intelligence Agency seeks Ph.D. in recent history (preferably U.S. diplomat^{ic} or military) for appointment as member of its History Staff, to research and write classified histories of CIA, its activities, development and role in government. This permanent History Staff position in Washington, D.C., will be filled at the GS-12 (\$30,549 to 39,711) or GS-13 (\$36,327 to 47,226) level, depending upon experience. Demonstrated first-class historical research and writing skills required, editing and official history experience desirable. Applications close 15 October 1984; U.S. Citizenship required. Send vita and short writing sample to: Chief Historian, Central Intelligence Agency, Washington, D.C. 20505. EOE/AA.

Total words: _____ Cost: \$ _____ Purchase Order #: _____ Prepayment enclosed: \$ _____

Bill to: J. Kenneth McDonald, Chief Historian

(name)

Central Intelligence Agency

(address)